

Getting started with Updater Pro

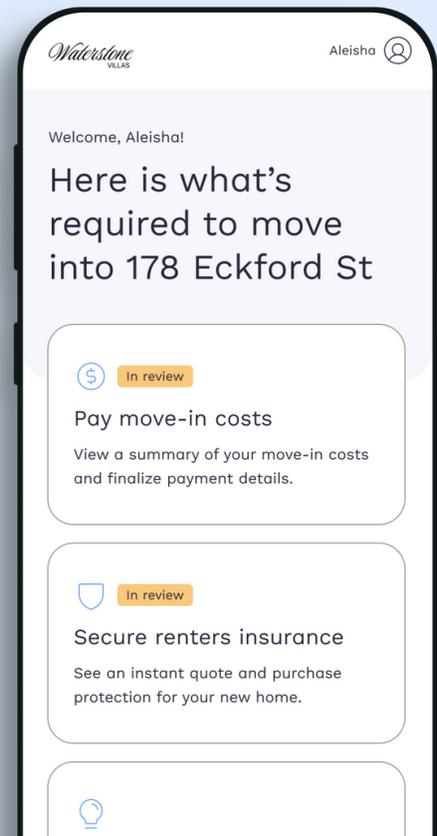
Emails and spreadsheets weren't invented to manage move-ins. With Updater Pro, you and your future residents can complete all move related tasks in one place.

How it works

Approved future residents are imported in from your Property Management System and sent a customized Welcome Letter.

You monitor progress on your community specific move-in tasks and approve or deny submissions as they come in.

Updater's automation keeps the move-in process on-track and saves you and your residents time.



Log in and follow these 4 easy steps to get started today

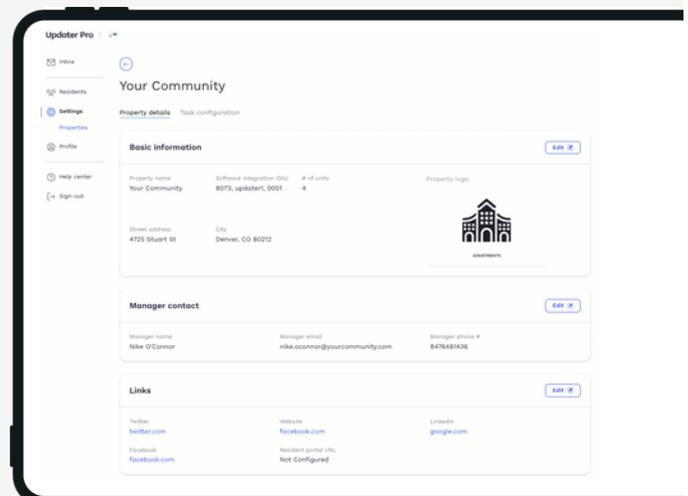
01 | Verify your community details

Add basic information like community name, street address, and community logo

Add property manager information including name, email, and phone number

Add relevant links to social media accounts and your community website

[Learn more](#)



02 | Set up or review your community tasks

Turn tasks on, set them as required, or leave them off. All tasks turned on will be highlighted as tasks to complete in your future resident's Updater app.

Select any preferred providers for Gas, Water, Electricity, Insurance, TV & Internet

Need help? Hover over the tooltip for step-by-step instructions for personalizing each task.

[Learn more](#)

Your Community - Electric service

Require proof of electric service

Select your preferred providers
Search from our list or recognized suppliers. Select up to 3.

Search

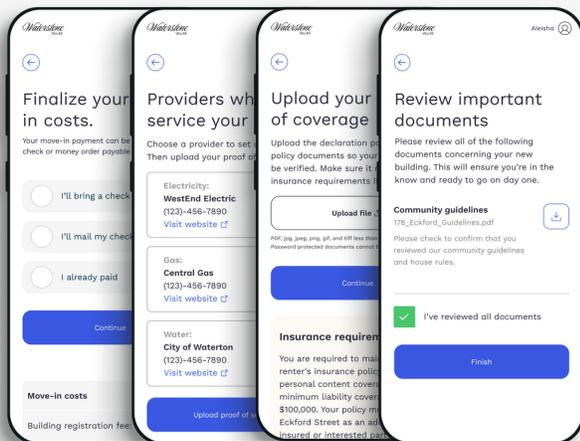
Selected providers:
Pacific Gas & Electric Co [Remove](#)

Directions for your resident (optional)
Provide supplemental instructions to your residents.

Enter directions

0/2000 Characters

[Cancel](#) [Save changes](#)



03 | Talk about Updater with residents

Let residents know..

- Their Welcome Letter with login details will be emailed from Updater shortly after lease-signing
- They can download the free Updater app to finish move-in tasks 2x faster
- In addition to community tasks, they can also forward their mail, hire movers, and more



04 | Manage future resident progress

Set move-in costs in Updater as soon as a lease is approved to ensure Welcome Letter details are accurate. Welcome Letter will be automatically sent to your future resident 5 days after lease approval.

Monitor resident progress and complete outstanding on-site team actions from the "Resident" tab

Depend on Updater to send frequent reminders to residents to keep them on track

[Learn more](#)

Updater Pro

Residents

Manage residents and see when they're moving in.

Choose a property

Find a resident or unit #

All Future Current

Lease start date	Resident	Unit #	Property	Resident status	On-site team action
11/01/2022	Alex Graham alexg@gmail.com	12A	Waterllyn Ridge	1 of 8 tasks completed	Waiting on resident
11/01/2022	Aleisha Camden rcgier@gmail.com	2B	Waterllyn Ridge	1 of 6 tasks completed	Review tasks
11/01/2022	Josh Abrams josh@gmail.com	10C	Fountain Apartment Homes	Completed	Pay move-in costs
11/15/2022	Keegan Jorgensen keegan@gmail.com	9C	Fountain Apartment Homes	Completed	Proof of insurance
11/15/2022	Niket Singhvi niket@gmail.com	8D	Waterllyn Ridge	Completed	Proof of utilities
11/15/2022	Lila Fagan lilaf@gmail.com	1A	Waterllyn Ridge	Completed	Register vehicle
11/30/2022	Susanah Vlu susanah@gmail.com	11B	Fountain Apartment Homes	Completed	Register pets
11/30/2022	Zack Fombazzi	8B	Fountain Apartment Homes	Completed	Reserve elevator